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## IEG PI NOTICE GUIDELINES

<u>Purpose</u>: The purpose of the IEG PI Notice is to provide a rapid means of notifying all other interested IEG PI's of significant new photography or information. Eligible subjects for PI notices include the following:

- a.  $\Lambda$  first view or an exceptional view of a new weapon or system.
  - b. A new pattern or signature.

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- c. A significant ground photograph.
- d. A significant piece of collateral information.
- $\ensuremath{\text{e.}}$  The essential characteristics of an as yet unseen weapons system.
- f. Other appropriate subjects receiving branch chief concurrence.

Any PI having a worthy subject is encouraged to complete a notice and submit it to his/her branch chief for approval, printing, and distribution. The original notice should be typed.

<u>Classification</u>: If the subject matter is highly classified, a control card should be filled out at the branch level. The IEG PI Notice coordinator will sign for the document after it receives branch approval.

Subject Area: One of the following please:

Missiles Economic Electronics
Defensive Missiles SALT/MBFR Unidentified
Nuclear Ground Forces Strategic Industry Air Forces General Information

<u>Suggested Distribution</u>: One or a combination of the following please:

- 1. All PI's 4. SGD PI's 2. WGD PI's 5. MSD PI's
- EGD PI's 6. SD PI's

<u>Title/Significance:</u> The dozen or fewer words that best summarize the thrust of the notice.

Comment: A brief paragraph which conveys the intended message and/or explains the illustrations.

<u>Graphic</u>: Any combination of hand-annotated polaroid prints, labproduced prints, attache or ground photos, and competent hand drawings. Please use pencil or black ink for drawings and annotations.

Location(s): If significant, the location of the events, photos
discussed. List coordinates if appropriate.

Date(s): If significant, the dates of the foregoing.

<u>Information Source Data</u>: Data sufficient to retrieve the document and/or photography from the appropriate NPIC repository or to query the data base.

<u>Initiated by</u>: The name, division, branch, room number and black and gray phone numbers of the PI originating the notice; the person prepared to further explain or to receive comments about its content.

Approved by: Normally, the originating PI's branch chief.

Coordination: The IEG PI Notice Coordinator (who enters notice number and date, and arranges for printing and distribution).